



Michael R. Pence, Governor
State of Indiana

Indiana Family and Social Services Administration
402 W. WASHINGTON STREET, P.O. BOX 7083
INDIANAPOLIS, IN 46207-7083

Dear CCDF Provider,

Thank you for caring for Hoosier children receiving CCDF vouchers. These children need and deserve a safe and healthy environment where they can learn all that they need to in order to be ready for success in school and in life.

Because the care for these children is paid for using public CCDF funds, any provider taking CCDF funds must meet basic minimum standards as required under IC12-17.2-3.5 to ensure that they remain safe and healthy while in child care.

During the last session of the Indiana General Assembly, the laws that determine these minimum standards were changed. This letter outlines all of these changes.

Please read through this information carefully as these changes will take effect on **July, 1, 2014**.

As of July 1, you must meet these additional standards to continue to receive CCDF funding.

1. Reporting Child Abuse and/or Neglect: If you, your staff or your volunteers have reason to believe that a child in your care is a victim of child abuse or neglect you are required under IC 31-33-5 to report it to the Child Abuse Hotline at 1-800-800-5556.

FSSA will supply you with written material about reporting child abuse and/or neglect so that you can educate and inform your staff and volunteers.

2. Telephone: In addition to having a working telephone in each of the locations where you operate a child care program, you are required to have a communication device (which may be your telephone) that is compatible with the automated time and attendance system for the CCDF voucher program.

3. Visits by FSSA: If you refuse to allow, during child care business hours, the State or an agent of FSSA to inspect the location where you operate a child care program you will be decertified as a CCDF provider.



4. Injury or death of a child: You must notify a parent or legal guardian if a child in your care is injured. Also, you must immediately notify a parent or legal guardian if a child in your care has a serious bodily injury that requires medical attention (physician, dentist, registered nurse, licensed practical nurse, paramedic or emergency medical technician) or dies.

You must also notify the Office of Early Childhood and Out of School Learning (formerly the Bureau of Child Care) within 24 hours of any injuries or serious bodily injuries to a child that require medical attention (physician, dentist, registered nurse, licensed practical nurse, paramedic or emergency medical technician) and immediately notify us in the event of a child's death.

Please continue to check our website at www.childcarefinder.in.gov for more information on these changes. If you have questions, please contact your CCDF inspector or, if you operate a registered ministry, your registration consultant.

Thank you for the work that you do to keep children healthy, safe and learning.

Sincerely,

Melanie Brizzi
Director
Office of Early Childhood and Out of School Learning
(Formerly the Bureau of Child Care)